

From: Wood, David
Importance: Normal
Subject: FMO Call FMO Call Dial-In Number(s): (866) 299-3188 Conference Code: 4159723744
Start Date/Time: Mon 8/24/2015 5:00:00 PM
End Date/Time: Mon 8/24/2015 5:30:00 PM

FMO Call

Monday, August 24, 2015

Dial-In Number(s):
Conference Code:

Nonresponsive Conference Code

Agenda

1. Gold King Mine Update
2. Annual Assurance Letter Sensitive Payments Executive Approval specifically for Division Deputies
http://intranet.epa.gov/ocfo/finservices/pdfs/ofm_memo_to_sros_implementing_internal_controls.pdf

3. Transit Audit Update

4. A travel question on the use of VRBO or Air BNB

"We think these service fall more into the non-conventional lodging area of the FTR. Please see the section below.

(4) *Nonconventional lodging.* You may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes."

5. Travel unpaid more than 30 days:

This is an update on a topic I think I've highlighted before. I have been watching this indicator for some months now, and it continues to be striking that Region 7 remains consistently at zero on this indicator when no one else is. Now, I don't mean to embarrass Region 7; they would be the first to tell you that they understand the challenges in other organizations, and would caution that while they are at zero now, it doesn't mean they'll never have an unpaid authorization beyond 30 days. But when I first noticed this trend I inquired of Region 7 what they had done, as it seemed unlikely to me that this was an accident. And it's not: the Region has specific procedures and approaches in place, developed through LEAN assessments, to promote this outcome.

I raise this again in the context of employee morale. Not getting paid for travel is not a

good thing. I realize that there can be many root causes, including people not submitting vouchers. But if we can improve our performance in this area, it will help us show how we are making a visible difference on something that hits people personally and immediately. I know many of you are already doing this, but I encourage you to reach out to Region 7 to learn more about what they did, and look at your own processes and see where improvements might be possible.

Stan

6. Overtime / Comp Time approval level
7. Executive Approval Framework - Deputy Directors
8. CBOR Report - Who is on travel and where are they?

Home

Documents

View

New

Organize

Send

More Actions

Details

My Documents

Folders

Public Folders

Compass

Accounts Payable

Accounts Receivable

American Recovery and Reinvestment Act

Automated Disbursements

Backups

Budget Execution

Executive Resource Center

Fixed Assets

General Ledger

Information Centers

Payroll

Program Offices

Regions

Region 01

Region 02

Region 03

Region 04

Region 05

Region 06

Region 07

Region 08

Region 09

Database Queries

Title

Database Queries

GRANTS

SG Backup Reports

1 R9 Sticky Note

BRAC Reimbursable Agreement Status

Congressional Earmarks

De Factos by Division Report Region 9

De Factos Level 7 Region 9

De Factos Region Level Report - Region 9

Deobligated Funds - Region 9

EAS Requisition Report - Region 9

Emergency List of All Employees Currently in a Tra

Expiring/Carryover Funds Cross Tab

Lab Status Of Funds

Open Commitments - Region 9

Open Commitments - Region 9 FY08 Year End Cer

Open Commitments - Region 9 FY09 Year End Cer

Open Commitments - Region 9 FY10 Year End Cer

Open Commitments - Region 9 FY11 Year End Cer

Open Commitments - Region 9 FY12 Year End Cer

Open Commitments - Region 9 FY13 Year End Cer

Open Commitments - Region 9 FY14 Year End Cer

Open Commitments-R9

PY Unprocessed Document Report

RPIO Activity Codes Report

RSA Divisional Line Item Spending FY2015

RSA Open Commitments - Expiring Funds

RSA Spending-FY2015

Status Of Funds - Region 9 (FC-2)

Report Query for the Employees Currently in a Travel Status: this report pulls all EPA employees currently in a travel status.

The Query Filters window displays the following filters:

- ODN Transaction Code: In List - TO,TV
- Finance Object Class (FOC): Matches pattern - 21%
- Travel End Date: Greater than or Equal to - Current Date
- Travel Begin Date: Less than - Current Date

The filters are connected by an AND operator.

1st Tab of the Report: this tab filters on the travels funded by Region 9.

The Report Filter window for the 1st tab shows the following filters:

- RP10 Code: In List - 09
- Travel Type Desc Display: Not In List - PERMANENT CHANGE

The filters are connected by an AND operator. The Filter Map Pane on the left shows the hierarchy: Emergency List of All Employees > R9 Funded > Vertical Table: Block1.

2nd Tab of the Report: this tab filters on the travels NOT funded by Region 9. There is a sort on Home State, which will help you identify the employees reside in Region 9 states.

The Report Filter window for the 2nd tab shows the following filters:

- RP10 Code: Not Equal to - 09
- Travel Type Desc Display: Not In List - PERMANENT CHANGE

The filters are connected by an AND operator. The Filter Map Pane on the left shows the hierarchy: Emergency List of All Employees > Funded by Others > Vertical Table: Block1.

3rd Tab of the report: this tab shows all employees in travel status.

Report Filter

Filter Map Pane

Emergency List of All Employees

Employee List

Verbal Table Block

Filter On Block Result

Travel Type Desc Display

Not In List

PERMANENT CHANGE

Add Filter